

Department of Public Health
and Human Services

Section:
APPLICATION PROCESSING

TANF CASH ASSISTANCE

Subject:
Verification and Documentation

Supersedes: TANF 103-4 (07/01/07)

References: ARM 37.78.102

GENERAL RULE—Non-financial and financial criteria must be verified and/or documented for all TANF cash assistance applicants and participants.

NOTE: The verification and documentation guidelines also apply when adding a new household member to the TANF household.

Certain criteria (e.g., household composition) only requires documentation on TEAMS case notes (CANO) while other criteria (e.g., living with a specified relative, age of minor child) must be verified as well as documented on CANO.

When documenting on CANO, it is extremely important to be as specific as possible (i.e., 'viewed 3-12-01 pay stub in the gross amt of \$212.53, \$32.11 earned income tax credit excluded from income calculation; earns \$7.08/hr, wkd 30 hrs').

When requesting information/verification, always list the due date as 10 days from the date the TEAMS notice will be mailed. Do not list the 30th day following application as the due date.

NOTE: TEAMS notices are mailed the next working day after they are sent from TEAMS, and are not mailed on weekends or holidays. Example: Notice created on Thursday, 11/9/06 on TEAMS will be mailed on 11/13/06 as 11/10/06 is a holiday. Ten days would be 11/14/06—11/23/06. Due date in notice would be 11/23/06.

An application cannot be denied for "failure to comply" with providing necessary information/verification until the application is at least 30 days old.

NOTE: Staff cannot request verification of information that is not necessary to determine TANF cash assistance eligibility. For example, staff cannot request shelter expense verification for TANF cash assistance.

NOTE: Items placed in a Drop Box overnight or over a weekend should be date- stamped with the prior working day's date. Items placed in the Drop Box during a day's business hours will be date-stamped with that date.

Following is a list of items that must be verified and/or documented and examples of acceptable verification. For more information on each item, refer to the manual section(s) listed.

AGE

Birth certificate, baptismal certificate, school records; **hard copy verification is required.** This is typically the same document used to verify citizenship/alien status and relationship between children and the parent or caretaker relative. (TANF 304-1)

**CITIZENSHIP/
ALIEN STATUS**

Birth certificate, baptismal certificate, INS (USCIS) documentation along with SAVE results, US passport, certificate of birth, report of birth abroad; **hard copy verification is required;** document citizenship/alien status on TEAMS case notes. (TANF 301-1 and 301-2)

**COOPERATION
WITH CSED**

Required for TANF cash assistance. Completion of the 'Child Support Enforcement Referral' (HCS/CS-332) satisfies this requirement at application, **unless the TANF case had previously been closed for non-cooperation with CSED within the last six (6) months.** In this instance, the specified caretaker relative must resolve the previous non-compliance with CSED, prior to benefits being issued. (TANF 306-1)

For on going cases, cooperation with CSED is verified through Child Support Enforcement case worker or SEARCHS. All instances of non-cooperation and claims of good cause for non-cooperation must be **documented on TEAMS case notes.** (TANF 306-1, 306-2 and 306-3)

**EMPLOYABILITY
PLAN (EP)**

Required for all individuals who are referred to WoRC for case management services. TANF benefits may not be authorized until all required individuals have negotiated an EP with WoRC and WoRC has authorized the EMPS screen. **The authorization of the EMPS screen will serve as verification this requirement has been met.** The participant does not need to furnish additional documentation. However, including the requirement to negotiate an EP and comply with WoRC is acceptable, but not required, on the X009 "Request for General Information" notice.

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**HEALTH
INSURANCE
PREMIUM
PAYMENT
SYSTEM (HIPPS)**

Participant statement, employer statement, completed HCS-449; document on CANO whether or not health insurance is available or if coverage currently exists. **Cooperation with HIPPS is a TANF cash assistance non-financial eligibility requirement.** (TANF 307-1)

**HOUSEHOLD
COMPOSITION**

Participant statement, landlord statement, neighbor statement; **document unusual situations on TEAMS case notes.** Hard copy/collateral verification is only required if household composition is questionable. (TANF 201-1; 201-3; 302-1).

When a household reports that a household member is absent from the home, the household must complete the HCS-262 "Household Member Absence" form. (TANF 201-3)

(For information on verifying marital status/common law/custody situations see TANF 201-2.)

INCOME

Paystubs, employer statements, MISTICS, SEARCHS, BENDEX (TEAMS screens SDI1 and BEI), SOLQ, tax records; **document on TEAMS case notes** what verification was used and how income was derived. (TANF 500 and 600 sections)

**► INTENSIVE
CASE MGMT
MEETING**

Verbal statement; written statement or email from the WoRC Case Manager, WoRC Supervisor, OPA Case Manager or OPA Supervisor who participated in the intensive case management meeting with the participant/applicant, indicating the meeting was completed. (TANF 702-3)

**LIVING WITH
A SPECIFIED
RELATIVE**

Birth certificate, adoption papers, baptismal certificate, marriage license, divorce decree, death certificate. If the specified relative is not the natural/adoptive parent, document on TEAMS case notes what was used to verify relationship within the fifth degree of kinship. **Hard copy verification is required** in case file. (TANF 305-1)

**► PROGRAM
COMPLIANCE**

The caretaker relative is required to cooperate with Program Compliance Reviews of any involvement unit in the case. If the TANF case has previously been closed due to non-compliance with a Program Compliance Review, the household must meet the eligibility criteria as outlined in TANF 1508-2 prior to TANF benefits being authorized. **TEAMS case notes should be documented outlining how the household regained eligibility and/or the non-compliance was resolved.** (TANF 1508-2)

RESIDENCE	Participant statement, landlord statement, rent receipt; document unusual living arrangements on TEAMS case notes. Hard copy/collateral verification is not required unless residence is questionable. (TANF 302-1)
RESOURCES	Bank statements, PJUSTICE, CAMAS, stock certificates, safety deposit box contents; document all resources not clearly explained/identified by TEAMS coding on TEAMS case notes. Keep necessary hard copy verification in case file. (TANF 400 sections)
SOCIAL SECURITY NUMBER	<u>Use participant statement;</u> SSA interface will verify. Hard copy is not required. (TANF 303-1) Parents have until the 1st day of the second month following the mother/newborn's release from the hospital to provide verification of <u>application</u> for a Social Security Number. The parent (or other caretaker relative) must furnish the actual SSN as soon as it is available.
TPL TRAUMA QUESTIONNAIRES	The caretaker relative is required to cooperate with the TPL Unit in regard to trauma/injury questionnaires. When the TPL Unit sends a questionnaire regarding a specific injury to a Medicaid household, the caretaker relative must complete the questionnaire and return it to the TPL Unit within the specified timeframe. If the questionnaire is not received within the allotted time, and the TPL Unit notifies the Eligibility Case Manager of non-compliance, the assistance unit will lose TANF cash assistance eligibility for failure to cooperate and the case will close for non-cooperation. The household is not eligible for TANF cash assistance until the TPL Unit verifies the completed questionnaire has been returned. Document all instances of non-cooperation on TEAMS case notes. (TANF 307-1)

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